

**MANCHESTER COMMUNITY COLLEGE**

**JOB OPPORTUNITY**

**Secretary 2**

**Facilities Planning Department**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees on the Exam List  
**Location:** Manchester Community College, Manchester, CT  
**Hours:** Monday – Friday; 7:00 a.m. To 3:30 or 4:00 p.m.  
**Salary:** \$46,721 – 61,096  
**Closing Date:** Friday, November 13, 2015

**Position Number:** CL-47587

**General Knowledge:** Candidates must have applied for and passed the **Secretary 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for later transfer.

**Duties:**

Compose, type and proof a full range of complex letters, memoranda, reports, etc.; organize and maintain files; input and maintain various database; maintain appointment calendar and arrange meetings, make travel arrangements; prepare and distribute correspondence; coordinate state vehicle use, servicing and reports; works with Director and other Facilities staff to understand State contracts and create new bids; provide office coverage; answer phone and input service calls; utilize radio for dispatching of service calls; schedule and monitor emergency repairs to elevator, doors and other building structures; provide clerical support to MCC Facilities staff as required; performs other related duties as required.

**Please Note:** The Secretary 2 must be able to provide administrative and confidential assistance to ensure the successful operation of the Facilities and Planning Department. The Secretary should have the ability to communicate well with the facilities department staff, contractors, vendors, college administrators, faculty and staff, and students; have the ability to work independently in an extremely high paced environment; strong customer service, office management and computer skills are required.

**Special Experience:** One (1) year of general experience must have as a Secretary 1 or its equivalent.

**General Experience:** Three (3) years' experience above the routine clerk level in office support or secretarial work.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, 3 letters of reference and State of CT Application (CT-HR-12) to:

**Human Resources  
Manchester Community College, MS# 2  
Secretary 2 – Position No. CL-47587  
Great Path, P.O. Box 1046  
Manchester, CT 06045-1046**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.